

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative functions in such areas as payroll, purchasing, budgeting, and maintaining departmental records. Participates in the public relations functions of the department. This class is non-supervisory in nature. Special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in performing the administrative functions of the fire department. Manages the operation of one fire department function or division. Recommends management policies, goals and objectives for consideration by the Fire Chief. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern firefighting methods and administrative practices. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Manages for the accounting for the money and assets of the entire department. Gathers information for and assists in the preparation of the departmental operating budget. Personally prepares budget for one assigned function or division. Authorizes expenditure of funds and purchases equipment and supplies, keeping such expenditures and purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service. Maintains inventory of supplies and equipment. Disburses supplies and equipment to department personnel. Makes recommendations on major purchases for the department.

Makes decisions concerning what information should be included in all records of the department and in determining in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, and inventory records. Personally completes any forms, records, or reports required, including LFIRS reports and payroll records, and provides for the maintenance of such records. Writes reports requiring the ability to organize ideas into a logical sequence. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or other needs of the fire department. Writes newspaper articles or any other type of official department position paper for publication.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts polls and surveys on questions or problems relating to the fire service, organizes and analyzes the gathered data, and recommends needed policy statements or changes based on the data. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities for school or civil groups. Coordinates special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Responds in person to all alarms or emergency calls for which the department is answerable. Participates in handling emergencies involving hazardous materials. Maintains communication between the fire scene and other authorized personnel at the emergency scene by operating communications equipment. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. Personally conducts classroom training in first aid, CPR and EMS. Provides informal on-the-job training for new employees.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this

class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license prior to beginning work in this class.

Must obtain and maintain a valid Louisiana driver's license.

MUST HAVE EITHER

A degree in Business Administration or related field.

OR

A high school diploma and at least eight (8) years of experience with a background in management, supervision, and administrative work.